

GUIDE TO ACTIVE ACCOUNT PROVISIONING

Overview

Gaggle's Active Account Provisioning (AAP) can be used to create and manage your Gaggle accounts and classes using data exported from your Student Information System (SIS). After the initial export and successive upload to a Gaggle provided FTP (or sFTP) drop box, Gaggle will process your data. After initial processing, the goal is to automate your tasks to run on a nightly basis. This will ensure your Gaggle data consistently reflects your SIS data.

School Names and Building ID Codes

Gaggle must create all school groups in the Gaggle system before we can process data. The Building ID Codes will determine where the users and classes are created or updated.

Please email a list of your School Names and their corresponding Building ID Codes from your SIS to your Gaggle Implementation contact.

Exporting Data

We will look for three files to be exported from your SIS—one for staff, one for students, and one for classes. Please see the Required Fields section below for specifics. With these three files, we will create and manage your Gaggle Users, Classes, Class Pages, Workspace for classes and Gradebooks. We can only process csv or tsv file types.

Automating AAP

You will be required to write a script to automate the export, save, and upload of data to your Gaggle provided FTP drop box. File names, file format (e.g. header, or no header; column order, etc.), and file type (e.g. csv or tsv) must always be the same for automation to be successful. We will customize the processing script on our end to fit your initial data uploads. We will automate that script to look for the same file name, file format, and file type for future uploads. If any of the variables change, your data will not process. Automation will not be possible if you must manually manipulate your data after your SIS generates the exports.

Reporting

Every time your data processes, an email containing the results will be sent to you. It will give you a summary of adds, deletes, moves, other updates, and any errors.

Please email your Gaggle Implementation contact with your desired AAP Report Recipient email address(es).

Required Fields

Additional fields may be added if necessary. For example, if you wanted to use birthdate as the initial password for your users, then you could include a birthdate column in your export(s).

Required for staff export:

First Name, Last Name, Building ID Code, Staff ID

Required for student export:

First Name, Last Name, Building ID Code, Student ID, Graduation Year

Required for course export:

School Code, Staff ID, Semester, Course ID, Section Number, Course Name, Student ID